



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION**

**2015
REQUEST FOR PROPOSALS
(RFP)**



CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
2015 REQUEST FOR PROPOSALS

The City of St. Louis, Department of Human Services is issuing a Request for Proposals (RFP) for the U. S. Department of Housing and Urban Development (HUD) FY 2015 Continuum of Care (CoC) Program. The selection of projects is subject to the funding availability of HUD to the City of St. Louis. In anticipation of the HUD FY 2015 CoC Program NOFA, the City of St. Louis is soliciting proposals consistent with the proposed project priorities by both HUD and our local Continuum of Care (CoC).

Current CoC funded sub-recipients are not required to complete an application for 2015 funding.

All 2014 funded projects will be evaluated during the Rank and Review Process established by the City of St. Louis CoC. Projects will be scored and prioritized for renewal based on performance in reaching system targets and filling gaps identified by the CoC and the City of St. Louis Department of Human Services Homeless Services Division, subject to approval of the City of St. Louis Personal Service Agreement (PSA) Committee.

CoC New Projects: The City of St. Louis Department of Human Services Homeless Services Division, consistent with HUD's initiatives and the City of St. Louis' CoC needs, is seeking proposals for the following new programs:

- Permanent Supportive Housing (PSH) for chronically homeless households, including individuals, families and unaccompanied youth (priority given to projects with the target population of women previously served by Shalom House)
- Rapid Re Housing (RRH) for individuals and families, including unaccompanied youth who are residing on the streets or in emergency shelters or who are fleeing domestic violence
- Homeless Management Information Systems (HMIS) administration, management and coordination
- Supportive Services Only (SSO) for Coordinated Front Door to homeless services

Beginning July 27, 2015, RFP packets will be available via pick-up at the Homeless Services Division or at the following website:

<http://www.stlouis-mo.gov/government/departments/human-services/homeless-services/index.cfm>

All questions should be submitted in writing to:

Eddie Roth, Director of Human Services
1520 Market Street, Suite 4062
St. Louis MO 63103
rothe@stlouis-mo.com

Submitted questions, and responses thereto, will be posted on the following website:

<http://www.stlouis-mo.gov/government/departments/human-services/homeless-services/index.cfm>

A question-and-answer session regarding CoC Project renewals and CoC New Project Applications will be held on **Tuesday, August 4, 2015, at 10:00 a.m.** at the Office of the Department of Human Services, City of St. Louis, 1520 Market Street, Suite 4062.

Proposals for CoC New Projects must be returned to the above address by 5:00 p.m. Tuesday, August 18, 2015. All applicants must provide six (6) copies of their proposal at the time of submission. Proposals received after the aforementioned date and time may be rejected. Incomplete proposals may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any and all proposals. Funding for this program is subject to appropriations from federal agencies.

BACKGROUND

The Department of Human Services funds agencies based on comprehensive and collaborative service delivery systems that enhance the quality of life for residents of the City of St. Louis. As it exists today, the Department of Human Services' responsibilities include funding and programming for the St. Louis Area Agency on Aging, Homeless Services, Office on the Disabled, Youth & Family Services, and Veterans Affairs.

The Homeless Services Division works with the local CoC. The CoC encourages community-wide organizations and providers to work together to meet the full spectrum of needs of homeless individuals and families. The CoC also identifies gaps in services and sets service provision priorities. The CoC identifies, coordinates and evaluates the needs of homeless persons and then links them to emergency shelter and community services. Over 70 agencies participate in developing the CoC annual strategy, which involves a comprehensive, integrated approach to the delivery of services to homeless populations.

The local CoC strategy is designed around 3 basic goals: to help program participants obtain and remain in permanent housing; to help participants increase skills and income thereby allowing participants to secure an income to live as independently as possible; to help the participants achieve greater self-determination.

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

All proposals will be evaluated and funded based on the following:

- Preference may be giving to applicants that are active members of the St. Louis City CoC (attended at least 4 CoC meetings within the previous 12 months).
- The applicants ability to supplement/match the proposal with funding other than CoC, Emergency Solutions Grants, Supportive Housing Programs, Shelter Plus Care Programs.
- Applicant is a non-profit organization in good standing.
- The applicant's experience in providing similar services, the length and type of experience it has working with the homeless, the quality of programs/services it provides, and the experience level of key staff.
- The applicant's ability to adequately describe and address those requirements set out in the RFP.
- The applicant's commitment and participation in the coordinated front door to homeless services process developed by the CoC.
- The applicant's ability to fully participate in the City of St. Louis HMIS system to collect and report program performance and outcomes.
- The extent to which the proposed project fills a gap in the community's CoC and addresses a priority issue.
- The efforts by the applicant to address the needs of the homeless through community collaborations and partnerships.
- The degree to which performance measures are consistent with the CoC's annual goals.
- The extent to which applicant leverages resources.
- Participation by homeless populations on Boards and/or decision making entities.
- The applicant's ability to provide solid fiscal accountability to the project.
- Past performances of programs and agencies previously funded by the Department of Human Services.

City of St. Louis
2015 REQUEST FOR PROPOSALS (RFP)
Application

1. Name of Applicant: _____

2. Name of Program: _____

3. Program Address: _____

4. Phone: _____ Fax: _____ E-mail: _____

5. Contact Person & Title: _____

6. **SELECT ONLY ONE CATEGORY.** An agency may request funds from multiple funding sources and from multiple categories. The agency **MUST** complete a separate application for each category. To select a category, double click on the box and under the default value select "checked".

2015 Continuum of Care (CoC): NEW PROJECTS ONLY (priority given to projects with the target population of women previously served by the Shalom House)

☐ Permanent Supportive Housing (PSH) for chronically homeless households, including individuals, families, and unaccompanied youth

☐ Rapid Re-Housing (RRH) for individuals and families, including unaccompanied youth who are residing on the streets or in emergency shelters or who are fleeing domestic violence

☐ Homeless Management Information Systems (HMIS) Lead (successor to HESG funded HMIS Lead), including system, administration, management, and coordination

☐ Supportive Services Only (SSO) for Coordinated Front Door to homeless services

7. Target Population:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Single Men | <input type="checkbox"/> Women w/ children | <input type="checkbox"/> Veterans | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Single Women | <input type="checkbox"/> Battered Spouse | <input type="checkbox"/> Persons with Physical Disabilities | <input type="checkbox"/> Drug Dependent |
| <input type="checkbox"/> Families | <input type="checkbox"/> Alcohol Dependent | <input type="checkbox"/> Elderly | <input type="checkbox"/> Persons with HIV/AIDS |
| <input type="checkbox"/> Teenage Mothers | <input type="checkbox"/> Chronically Mentally Ill | | <input type="checkbox"/> Other |

8. Housing:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Barracks | <input type="checkbox"/> Scattered Site Apartments | <input type="checkbox"/> Single Room Occupancy | <input type="checkbox"/> Detached House |
| <input type="checkbox"/> Group/Large House | | <input type="checkbox"/> On-site Apartments | <input type="checkbox"/> Other |

9. Requested amount reflects: _____ % of the program/project budget of \$ _____
Requested amount reflects: _____ % of the total agency's budget of \$ _____
Is this program/project currently in existence? ☐ Yes How many years? _____ ☐ No
Annual amount of funds received from other City Department/Agencies? \$ _____

ALL DOCUMENTS MUST BE INCLUDED TO ENSURE CONSIDERATION FOR FUNDING

All proposals submitted to the Department of Human Services must include the following items:

<u>Project Proposal</u> not to exceed 6 pages: <ul style="list-style-type: none">• Narrative• Client Population• Organizational Capacity and Experience• Service Plan• Participant Tracking & Reporting	<u>Attachments (not included in page limit):</u> <ul style="list-style-type: none">• Evidence of 501 (c) 3 status• Organizational Chart• Current List of the Board of Directors• Federal Form 990• Job Descriptions• Detailed Budget• In the event of a new facility, a letter of support from the relevant Alderperson
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Narrative:

The narrative provides an overview of the proposed project. It provides sufficient information to understand the scope of the project, the clients to be served, the cost of the proposed activities, and the System Performance Targets and Priorities that have been adopted by the St. Louis CoC.

Client Population:

The proposal should clearly identify and describe the characteristics and needs of the clients to be served by the project.

Organizational Capacity and Experience:

The applicant should demonstrate a history of providing services to low-income individuals who are homeless, formerly homeless, or at risk of becoming homeless. The applicant should provide outcomes data from similar programs operated by the organization that shows the impact of the services provided. The applicant should describe already established relationships with other organizations in the community to show that the agency works with a broad network of providers to provide wrap around services to meet the needs of participants. The applicant should demonstrate the fiscal capacity to manage the project within the proposed budget.

Service Plan:

The applicant should show how the project will interact with the Coordinated Front Door Process and serve the priority populations established by the St. Louis CoC Committee. The applicant must provide a detailed plan for the delivery of services for each program participant based on the front door individualized assessments. The service plan should include services that meet the ability and needs of the participants. It should include housing focused case management that matches client's needs, tracks client's progress, and maintains program data for reporting. The applicant should explain how services will be identified, how individual plans will be developed and implemented, and how the case management will assist clients in accessing housing.

Participant Tracking and Reporting:

The applicant should describe how the project will fully utilize the City of St. Louis HMIS system and will provide data to: track participants through the progression of services being provided, assess individual progress toward personal goals, evaluate the effectiveness of the services delivered and the effectiveness of the project toward achieving programs goals, report data on client characteristics, use of services, and expenditures to the funding agency.

Job Descriptions/ Resume:

A job description and a resume are required for positions for which an applicant is requesting funding. All applicants must include the resume of key personnel (Executive Director, Program Director, Case Manager, etc.).

Detailed Budget

The budget should be explained and justified in the proposal. Costs should be reasonable for the services provided and the number of persons to be served. The services budgeted should reflect the needs of clients. New CoC Project budgets should be 1 year budgets.

2015 BUDGET

Agency: _____

Prepared By: _____ Date: _____

	Year 1 Request	Year 1 Match	Total Request	Total Match
COC:				
Acquisition/Rehabilitation/Construction				
Leasing				
Rental Assistance				
Supportive Services				
Operating Services				
HMIS				
Administrative				
ESG:				
Emergency Shelter				
Rapid Re-Housing				
Homeless Prevention				
Street Outreach				
Data Collection				
Sub-Total				
Program Total	\$0		\$0	

2015 BUDGET

Sample Budget

	Year 1 Request	Year 1 Match	Year 2 Request	Year 2 Match	Year 3 Request	Year 3 Match	Total Request	Total Match
Operating Costs								
1. Maintenance/Repair- Maintenance Engineer (salary, % time, fringe benefits) Quantity: \$40,000/annually x .20 x 1.15 fringe benefits x 2 years = \$18,400	\$18,400						\$18,400	
2. Transportation/Mileage 22,909 miles @ 0.55/mile		\$12,600						\$ 12,600
3. Utilities Quantity: electric = \$950/month; gas = \$800/ month; water = \$2750/3 months	\$32,000						\$32,000	
Sub-Total	\$50,400	\$12,600					\$50,400	\$12,600
Program Total	\$63,000		\$0		\$0		\$63,000	

Supportive Services Costs	Year 1		Year 2		Year 3		Year 3		Total	
	Request	Match	Request	Match	Request	Match	Request	Match	Request	Match
1. Education & Instruction-job training										
Quantity: 20 slots per year	\$40,000		\$40,000		\$40,000		\$120,000			
2. Transportation										
Quantity: 1 Fifteen Passenger Van @ \$37,500										
SS Van Driver .5 FTE @ \$20,000/annual x 3 years = \$60,000	\$10,000		\$10,000		\$10,000		\$30,000			
3. Case Manager										
Salary & Benefits @ \$21,500		\$21,500		\$21,500		\$21,500		\$64,500		
Sub-Total	\$50,000	\$21,500	\$50,000	\$21,500	\$50,000	\$21,500	\$150,000	\$64,500		
Program Total	\$71,500		\$71,500		\$71,500		\$214,500			

This section contains information specifically for CoC funding.

Continuum of Care (CoC)

The CoC Program is designed to assist individuals (including unaccompanied youth) and families experiencing homelessness and to provide the services needed to help such individuals move into transitional housing (TH) and permanent housing (PH), with the goal of long-term stability. More broadly, the CoC Program is designed to: promote community-wide planning and strategic use of resources to address homelessness, improve coordination and integration with mainstream resources targeted to serve people experiencing homelessness, improve data collection and performance measurement, and allow each agency to tailor its programs to address its strengths and challenges. 2015 CoC funding is available in the following categories for new projects:

PERMANENT SUPPORTIVE HOUSING

The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid re-housing (RRH). PSH is permanent housing with, subject to review based on need, indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. RRH emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. Eligible categories for CoC funding include:

Leasing Costs

Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD-determined Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, sub-recipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the sub recipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule.

Rental Assistance Costs

Rental assistance is an eligible cost category under the PH and TH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

Rental assistance may be short-term for up to 3 months; medium-term for 3 to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as identified in their funding application to HUD. However, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants.

- **TBRA.** Program participants select any appropriately sized unit within the CoC's geographic area, although recipients or sub recipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic

violence, program participants may not retain their rental assistance if they relocate to a unit outside the CoC's geographic area without prior written permission by the City of St. Louis and HUD.

- **SBRA.** Program participants must reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.
- **PBRA.** Program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants may not retain their rental assistance if they relocate to a unit outside the project.

When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Supportive Services Costs

Supportive services are eligible costs under the PSH program component. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. Services must be offered to residents of PSH for the full period of their residence.

Recipients and sub recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Operating Costs

Operating costs are eligible under the PSH program component. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units. Examples of eligible operating costs include maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure.

Administration

Administration costs include expenses related to the overall administration of the grant such as management, coordination, monitoring, and evaluation activities and environmental review. Administration funds are shared equally with the applicant and the Department of Human Services.

Match Requirements

Excluding leasing funds, the total value of CoC funds applied for must be matched with an amount equal to 25% of funds from cash or in-kind sources.

RAPID RE-HOUSING

Rapid Re-housing (RRH) assistance aims to help individuals or families who are homeless move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance and supportive services. Communities have demonstrated and research has shown that RRH is a valuable strategy for quickly transitioning individuals and families directly from shelter into permanent housing with needed supports. CoC RRH grant funds may be used to provide short- and/or medium-term rental assistance and accompanying, limited supportive services, as needed, to help an individual or family that is homeless move as quickly as possible into permanent housing and achieve stability in that housing. Supportive services may be provided until 6 months after rental assistance stops.

Supportive Services Costs

Supportive services are eligible costs under the RRH program component. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. Services must be offered to residents of RRH for the full period of their residence.

Recipients and sub recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Operating Costs

Operating costs are eligible under the RRH program component. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units. Examples of eligible operating costs include: maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure.

Administration

Administration costs include expenses related to the overall administration of the grant such as management, coordination, monitoring, and evaluation activities and environmental review. Administration funds are shared equally with the applicant and the Department of Human Services.

Match Requirements

Excluding leasing funds, the total value of CoC funds applied for must be matched with an amount equal to 25% of funds from cash or in-kind sources.

DATA COLLECTION/ HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

The St. Louis CoC HMIS Lead currently is funded under the HESG program. As a new project under the CoC competitive grant, this RFP seeks proposals by qualified agencies willing to serve as successor HMIS Lead, funded under the CoC competitive grant. Each proposal should explain how the agency seeking designation as successor HMIS Lead would establish and operate the CoC's HMIS as provided below.

Each CoC is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards. Under the HEARTH Act, and beginning with the 2012 NOFA, CoCs were instructed that HMIS systems were considered a "component" of the CoC program and communities could apply for CoC funds to operate their HMIS. The CoC interim rule states that CoCs are "responsible for designating an HMIS and an eligible applicant to manage the HMIS, consistent with the requirements, which will be codified in 24 CFR part 580."

The HMIS lead designated by the CoC may apply for CoC program funds to establish and operate the CoC's HMIS. Under the HMIS program component, the HMIS lead agency may apply for funds to support:

- Leasing a structure in which the HMIS operates
- Operating the structure in which the HMIS operates
- Establishing, operating, and customizing a CoC's HMIS
- Hosting and maintaining HMIS software or data
- Backing up, recovering, or repairing HMIS software or data
- Upgrading, customizing, and enhancing the HMIS

- Integrating and warehousing data, including development of a data warehouse for use in aggregating data from sub recipients that use several software systems
- Administering the HMIS
- Reports for providers, the CoC, and HUD
- Conducting training in use of the HMIS, including travel to the training.

COORDINATED ENTRY

HUD's primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present. Most communities lack the resources needed to meet all of the needs of people experiencing homelessness. This combined with the lack of well-developed coordinated entry processes can result in severe hardships for people experiencing homelessness. They often face long waiting times to receive assistance or are screened out of needed assistance. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources.

Supportive Services Costs

Supportive services are eligible costs under the coordinated entry program component. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. Services must be offered to residents of coordinated entry for the full period of their residence.

Recipients and sub recipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Operating Costs

Operating costs are not eligible under the Supportive Services Only (SSO) program component.

Administration

Administration costs include expenses related to the overall administration of the grant such as management, coordination, monitoring, and evaluation activities and environmental review. Administration funds are shared equally with the applicant and the Department of Human Services.

Match Requirements

Excluding leasing funds, the total value of CoC funds applied for must be matched with an amount equal to 25% of funds from cash or in-kind sources.